Accelerated SAP		BUSINESS PROCESS PROCEDURE Payroll Department Report of Pay Period Dates Etc.		
State of Utah	Organization/Area: Title:			
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Pay Period Dates Etc.doc	Release:	R/3 4.6C	
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status:	Issued: 10/16/2003 Revised:	

Overview

Trigger:

Agency payroll staff wants a report showing the schedule of pay periods, holidays, and check dates for a particular year.

Business Process Procedure Overview

This report allows agency staff to view the pay period begin, end, holiday and check dates.

Procedural Steps

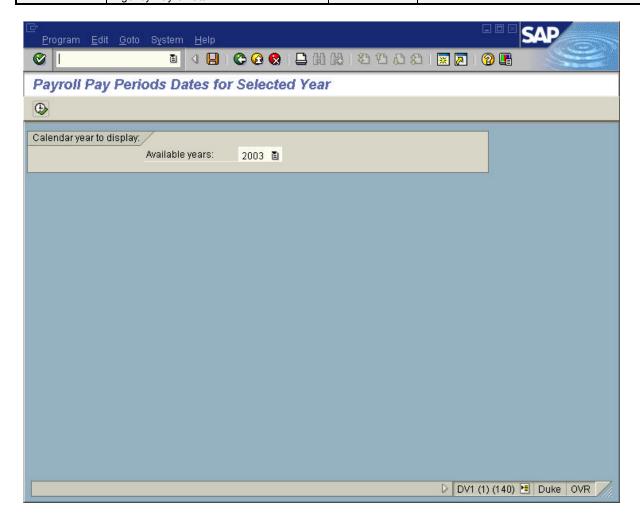
1. Access transaction by:

Via Menu Reports - other > Display pay period dates etc	
Via Transaction Code	Z_PAY_PERIODS
Via Favorites Menu	Display pay period dates

Double click on "Display pay period dates etc" and the following screen will appear:

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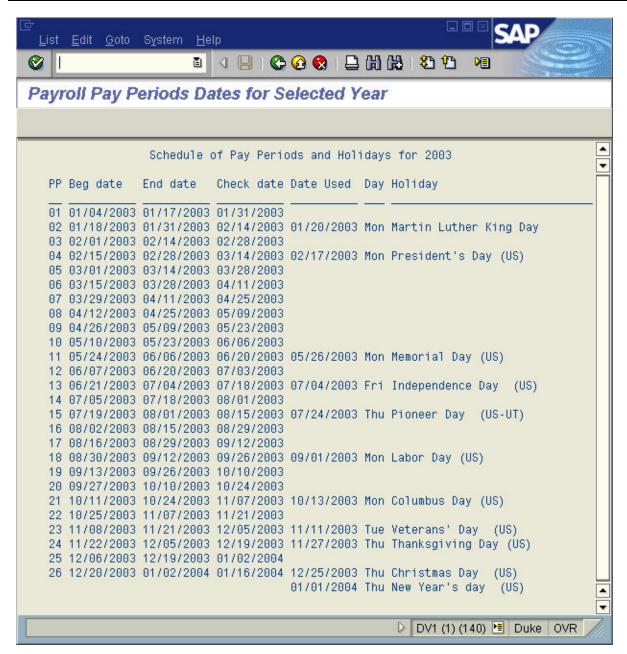


Input – Available Fields	Field Value
Available years	2003 – 2010

- **1.2 Specify the year.** Select the year from the drop down list.
- 1.3 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.

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1.4 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

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2 The report heading contains the following information:

The report title

2.2 The columns on the report are listed below with a brief description.

PP The pay period number.

Beg dateThe date of the first day of the pay period.End dateThe date of the last day of the pay period.

Check date The date payroll warrants are issued.

Date Used The date the holiday is observed.

Day The day of the week the holiday is observed.

Holiday The description of the holiday.

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